

TAIMS
USER
Security Statement

User Name _____ Org. _____

USER ACKNOWLEDGEMENT OF SECURITY OF TIME AND ATTENDANCE
INFORMATION MANAGEMENT SYSTEM (TAIMS)

The data contained in the TAIMS system must be safeguarded. Therefore, you must NOT exchange or reveal your security identification code (password) to anyone.

If you do not know what functions you are authorized to access, contact your local TAIMS Systems Administrator. All authorizations are determined by local site policy.

You must log off immediately after completion of your activity in the TAIMS. NEVER leave your personal computer unattended because other users do not have the same access and security authorization.

Further, the release or usage of information or data from TAIMS for other than official purposes is a violation of the Privacy Act. Any unauthorized release may result in disciplinary/adverse action or criminal penalties under Title 18 U.S.C. 1905 (1948).

ACKNOWLEDGEMENT

We, the undersigned, have read all of the information outlined in the paragraphs above and do agree to uphold the confidentiality of the data contained in TAIMS.

Also, the user agrees to notify the TAIMS Systems Administrator when he/she no longer have responsibilities as timekeeper or leave approving official.

Signature: _____ Date: _____
Authorized User

Signature: _____ Date: _____
Supervisor

Signature: _____ Date: _____
TAIMS Systems Administrator